

## Logging in to the Benefits 24/7 training environment

Guide for PEBB benefits administrators (BAs)

### Getting Started

Click on this link to access the training environment login page:

<https://benefits247train.hca.wa.gov/auth>

You will arrive at the login page in your browser.

**Benefits 24/7 Login**

Log in to Benefits 24/7 to manage benefits for yourself and your dependents, attest to premium surcharges, enroll in PEBB retiree coverage, and get your statement of insurance.

If you need help accessing Benefits 24/7, including resetting your security questions and answers:

- Visit the [Help with Benefits 24/7](#) webpage.
- Employees: Contact your payroll or benefits office.
- Retirees and continuation coverage subscribers: Contact us through HCA Support.

**Subscriber / Benefits administrator login**

Use this log in option if you are a subscriber or a benefits administrator whose agency does not use Active Directory.

[Log in to Benefits 24/7](#)

**HCA Admin**

Use this log in option if you are an HCA admin or a PEBB benefits administrator whose agency uses Active Directory.

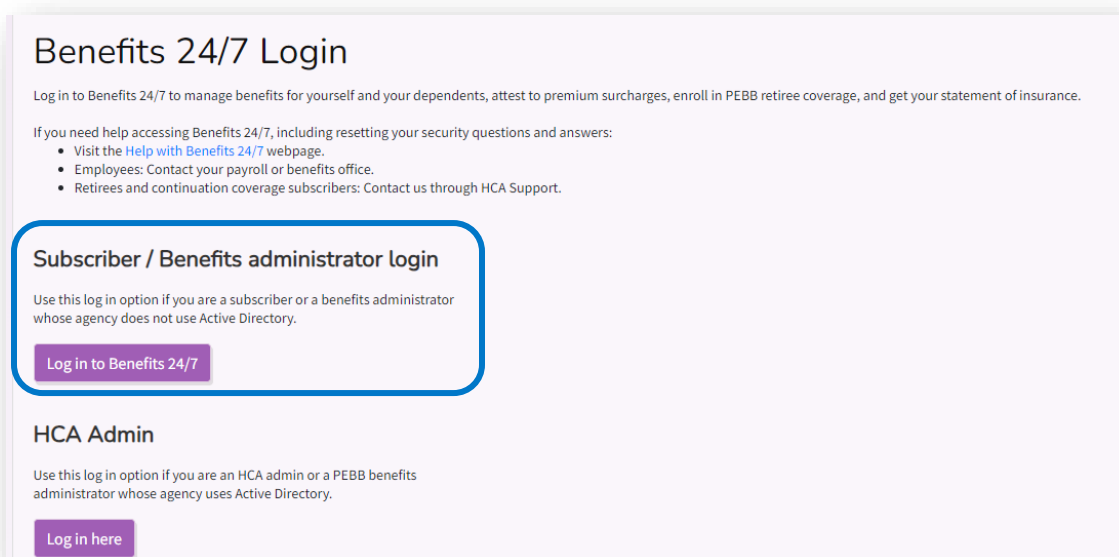
[Log in here](#)

There are two different login options (buttons) set up in the same way that benefits administrators (BAs) can submit questions to PEBB Outreach and Training through the [HCA Support](#) portal: Are you making a “public inquiry” or an “agency to agency inquiry”.

- BAs that submit inquiries through the “public” option in HCA Support should choose the button under “Subscriber / Benefits administrator login” to log into Benefits 24/7.
- BAs that submit questions thorough the “agency to agency inquiry” option in HCA Support should choose the button under “HCA Admin” to log into Benefits 24/7.

## Benefits Administrator login

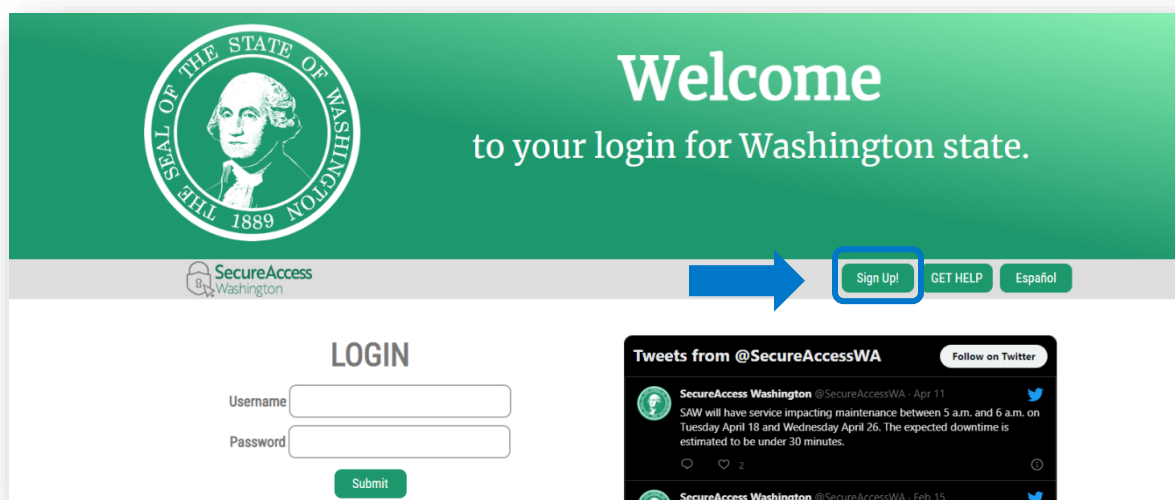
BAs whose agency does not use Active Directory (SGN/VPN) should click on the button titled “Log in to Benefits 24/7”. Generally, if you don’t work for a state agency, you should select this login.



The image shows the 'Benefits 24/7 Login' page. At the top, it says 'Log in to Benefits 24/7 to manage benefits for yourself and your dependents, attest to premium surcharges, enroll in PEBB retiree coverage, and get your statement of insurance.' Below this, there is a section for help with a list of links: 'Visit the Help with Benefits 24/7 webpage.', 'Employees: Contact your payroll or benefits office.', and 'Retirees and continuation coverage subscribers: Contact us through HCA Support.' The main part of the page has two login options. The first is 'Subscriber / Benefits administrator login' with a description: 'Use this log in option if you are a subscriber or a benefits administrator whose agency does not use Active Directory.' It has a purple button labeled 'Log in to Benefits 24/7'. The second is 'HCA Admin' with a description: 'Use this log in option if you are an HCA admin or a PEBB benefits administrator whose agency uses Active Directory.' It has a purple button labeled 'Log in here'.

After clicking on the “Log in to Benefits 24/7” login button, you will be redirected to a SAW login page (that is specifically associated with the Benefits 24/7 training environment).

You will need to create a SAW account just for access to our training environment. The first time you access this SAW login page, click on the “**Sign UP!**” button and follow the steps to create your account. You need to use your work email address (the same email address we will have associated your account within the training environment) when signing up. Remember to use your new SAW account login every time you log into the Benefits 24/7 training environment.



The image shows the 'SecureAccess Washington' login page. At the top, there is a green banner with the Washington state seal and the text 'Welcome to your login for Washington state.' Below the banner, there is a 'Sign Up!' button highlighted with a blue box and a blue arrow pointing to it. To the right of the 'Sign Up!' button are 'GET HELP' and 'Español' buttons. Below the banner, there is a 'LOGIN' section with 'Username' and 'Password' input fields and a 'Submit' button. To the right of the login section, there is a 'Tweets from @SecureAccessWA' section with a 'Follow on Twitter' button and two tweets. The first tweet is from 'SecureAccess Washington @SecureAccessWA · Apr 11' and says 'SAW will have service impacting maintenance between 5 a.m. and 6 a.m. on Tuesday April 18 and Wednesday April 26. The expected downtime is estimated to be under 30 minutes.' The second tweet is from 'SecureAccess Washington @SecureAccessWA · Feb 15'.

Logging in to the Benefits 24/7 training environment  
June 2023

## HCA Admin login

BAs who work for a state agency that uses Active Directory (SGN/VPN) should click on the button titled “Log in here”.

**Benefits 24/7 Login**

Log in to Benefits 24/7 to manage benefits for yourself and your dependents, attest to premium surcharges, enroll in PEBB retiree coverage, and get your statement of insurance.

If you need help accessing Benefits 24/7, including resetting your security questions and answers:

- Visit the [Help with Benefits 24/7](#) webpage.
- Employees: Contact your payroll or benefits office.
- Retirees and continuation coverage subscribers: Contact us through HCA Support.

**Subscriber / Benefits administrator login**

Use this log in option if you are a subscriber or a benefits administrator whose agency does not use Active Directory.

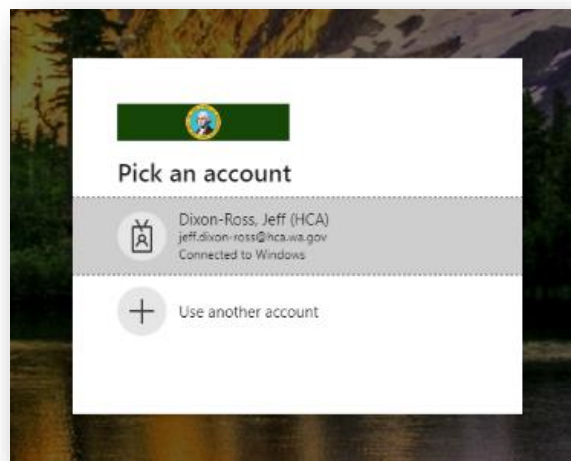
[Log in to Benefits 24/7](#)

**HCA Admin**

Use this log in option if you are an HCA admin or a PEBB benefits administrator whose agency uses Active Directory.

[Log in here](#)

You will then be asked to pick an account. Click on the account that displays your work email address.



You will then be directed to and logged into the Benefits 24/7 training environment.